

**General Advice:**

1. Please note that the OFBCI will do its best to assist in financial planning, but with respect for accountability reasons and equitable policy, the OFBCI cannot do advance payments for GWIN-SF program participants.
2. Please make a copy of your request for funds report for your records before you send it in
3. Please make sure you get a confirmation email from Derek Trovillion, stating that the OFBCI has received your report and that it is complete without need for further action. This prevents any confusion in the event of a courier problem or need for revision.
4. Though you need not turn in evidence of this, please also make sure your records of expenditures, the request for funds "cover sheet", and other related documents match your accounting system/general ledger. This keeps expenses clear and circumvents any confusion or discrepancy.

**Reporting & Necessary Documentation:**

1. Request for Funds "cover sheet" (basically a general invoice, signed off upon by the authorized party in your organization)
  - A "P.O. No.:" is not needed for your request for funds!
2. Breakdown summary for expenses – going line by line for expenses much like the budget justification provided in your GWIN-SF application with more detail of current relevance between expenses and client service

**EXAMPLE:**

<u>Line Item</u>	<u>Justification</u>
<b>General Operating Supplies</b>	<i>Total Cost: \$2000; first aid kits, paper, writing instruments, sports equipment... Obtained from Staples.com (See order print-out) &amp; YMCA General Purchase order book. Value per child participant (20 Children) - \$100.00/each</i>

<b>Transportation</b>	<i>Total Cost: \$600; \$.50/mile x 300 miles (\$150) + \$450 flat fee for bus rental. For travel on field trips to Purdue Extension, Recycling Center, History Museum, and other hands on learning centers. Value per participant - \$30.00/each</i>
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<b>Event Fees</b>	<i>Total Cost: \$200; \$10/child x 20 children – Fee is established by museum / event location. Field trips help encourage social development, enhances ability to understand informational material, and allows many children to have educational experiences they might not otherwise have access to.</i>
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<b>Educational Books</b>	<i>Total Cost: \$500; \$10/each x 50 books – Used for learning-intensive portions of program covering subjects of science, language, and mathematics. Value per participant - \$25.00/each</i>
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<b>Staffing</b>	<i>Total Cost: \$2250 (25% max of total grant request); \$10/hour x 225 hrs – Covers part of the hours of supervision required for program. Other costs of staffing are recouped by program fees, donations, and other funding in general operating budget. Value per participant - \$112.50/each</i>
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<b>Marketing</b>	<i>Total Cost: \$2000; 4 monthly advertisements on local radio at \$500 each. Radio station WWVY marketing says it reaches 5,000 people. We have a goal of attracting 15 new clients to our program through this and word of mouth. Value per participant - \$100/each</i>
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3. Copies of Receipts / Invoices / Billing Documents to substantiate expenses
4. Submit Client Data Surveys for program participants – available at <http://www.in.gov/ofbci/2402.htm>
5. Summary of measurable outcomes and line-by-line of impact or services rendered to individual clients
6. Any supporting narrative information used to highlight success stories (when available, over the long-term)

***Please feel free to call or email with any questions!***